

# **SAN ANTONIO CHAPTER**

## **Tuskegee Airmen, Incorporated**



### **Constitution and Bylaws**

Revised February 2002



## ***Tuskegee Airmen, Inc.***

San Antonio Chapter  
P. O. Box 264, Randolph AFB, TX 78148-0264

### **CONSTITUTION**

#### **PREAMBLE**

To establish and maintain a chapter in the Central region of the National TAI organization. The goals of the chapter will support the National TAI constitution and bylaws. These goals will blend with the National's to perpetuate the activities and achievements of those Americans who shared in the aspirations and frustrations of men and women in the Tuskegee Airmen efforts; actively motivate youth to outstanding achievement and leadership in our democratic society, and to support and promote professional and leadership development of chapter members. The principle objectives shall be:

- To contribute to historical research and documentation of the achievements of those Tuskegee Airmen who served our country.
- To engage in the motivation of young persons toward seeking aviation and aerospace careers.
- To inspire local youth and college students to outstanding achievement and leadership through career and educational orientation and development in aerospace activities.

#### **ARTICLE I. NAME.**

The name of this organization shall be the San Antonio Chapter, Tuskegee Airmen, Incorporated, hereinafter referred to as the San Antonio Chapter or SAC-TAI.

#### **ARTICLE II. LOCATION.**

The San Antonio Chapter shall be chartered in San Antonio, Texas.

#### **ARTICLE III. MEMBERSHIP.**

Membership shall be open to persons who express interest in supporting the goals, objectives, and purpose of the The San Antonio Chapter or the National Tuskegee Airmen, Inc. Classes of membership shall be those outlined in Section 3 of the Bylaws.

#### **ARTICLE IV. GOVERNMENT.**

Section 1. The voting body of the San Antonio Chapter shall be those members on the chapter's roster that are financially current regarding dues and assessments.

Section 2. The membership of the San Antonio Chapter shall consist of those members on the chapter's roster; in good standing as a regular, patron, student, junior, honorary, or life member..

Section 3. The elected officers of the San Antonio Chapter shall be a President, Vice President, Secretary, Treasurer, and Parliamentarian. The elected officers comprise the Executive Committee.

Section 4. The administration of the affairs of the San Antonio Chapter is vested in the Executive Committee.

Section 5. The President may appoint such committee chairpersons and ad hoc assistants as necessary.

#### **ARTICLE V. THE CHAPTER.**



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Section 1. The San Antonio Chapter shall maintain a minimum of ten members and shall not limit its membership by number or otherwise.

Section 2. The San Antonio Chapter shall file with the National TAI Secretary a duly authenticated copy of its Constitution and Bylaws and all approved amendments and Articles of Incorporation.

Section 3. The San Antonio Chapter's provisions for self-government may not conflict with the Constitution and Bylaws of the Regional or National TAI, and to the extent that any such provision is in conflict with any of these, it is void.

### **ARTICLE VI. LIMITATIONS.**

Section 1. The San Antonio Chapter is non-partisan and non-military.

Section 2. Neither the San Antonio Chapter nor any committee, agency, or officer of the chapter shall take any action which is incompatible with the objectives of the National.

Section 3. No debt shall be incurred in excess of the funds in the treasury of the San Antonio Chapter.

### **ARTICLE VII - FINANCES**

Section 1. The primary source of income shall be through membership dues and fund raisers, such as golf tournaments, food sales, and other similar projects.

Section 2. All funds will be deposited in a commercial financial institution and a financial statement will be reported at scheduled membership meetings and recorded in the official General Membership minutes.

Section 3. All expenditures will be made by check except petty cash requirements. Checks must be signed by either the President, Vice-President, Treasurer, or Assistant Treasurer.

Section 4. Additional expenditures of \$25 or less in a month may be approved by the President. Additional expenditures of \$50 or less in a month may be approved by the President or any two members of the Executive Committee. Expenditures in excess of \$50 but less than \$200 must be approved by a majority vote of the entire Executive Committee. All expenditures in excess of \$200 must be approved by the majority vote of the general membership meeting. A report shall be made at the next scheduled meeting of all such expenditures.

Section 5. All financial liability incurred by the private, non-profit organization may ultimately result in the individual member's personal financial responsibility if the organization fails to discharge obligations, even though the organization may have redesigned or dissolved.

Section 6. All expenditures shall be properly documented with bills, receipts or vouchers. Authorized expenditures by individuals must be reimbursed within six (6) months of the event or program or must be approved by the President if less than \$50, voted on by the Executive Committee if it is \$50 but less than \$200, or be approved by the majority vote of the general membership if over \$200.

Section 7. The Treasurer will maintain detailed records of all the organization's income and expenses. In addition, the Treasurer will prepare a monthly financial report and submit it to the Executive Committee and the general membership.

Section 8. The Executive Committee will appoint a public accountant to conduct an audit when annual gross revenue exceeds \$100,000. A certified Public Accountant will be appointed if annual gross revenue exceeds \$250,000.



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Section 9. The SAC-TAI will not engage in activities that compete with those of the Installation Services Division activities, NAF, or Air Force Exchange operations on an installation, except as provided in Private Organizations Program regulations.

Section 10. The SAC-TAI will not engage in military installation resale activities (including golf tournaments, food sales, etc.) unless specific written authorization is obtained from the Installation Commander.

Section 11. The SAC-TAI will comply with all local, state, and federal laws.

### ARTICLE VIII - INSURANCE

Insurance coverage for the normal activities of the SAC-TAI has been waived by the Installation Commander due to a finding that the organization's activities pose a negligible risk of exposure to liability. The organization will buy and maintain adequate liability insurance in accordance with Private Organizations Program Regulations, if the organization ever conducts activities that might present a risk of personal injury or property damage. Such insurance will provide protection against public liability and property damage claims.

### ARTICLE IX - AMENDMENTS

Amendments to the Constitution may be submitted by any member in good standing (active member). At the earliest possible date, the proposed amendment will be presented to the general membership. To adopt the amendment, it must obtain a majority vote of the members present, coordination by the Services Division, and approval of the Installation Commander.

### ARTICLE X - PARLIAMENTARY AUTHORITY

Any points of procedure or organization not explicitly covered by this constitution are to be resolved in accordance with the latest available copy of Robert's Rules of Order and where the issue is still unresolved by ruling of the President it may be reversed on motion by a majority of the members present at any meeting.

ADOPTED BY MAJORITY VOTE OF THE MEMBERSHIP ON

DATE: 7 Feb 02

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE PRESIDENT

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
TREASURER



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### **BYLAWS**

#### **ARTICLE I**

Section 1. Meetings. The Chapter shall meet on dates to be fixed by membership but no less often than one meeting each quarter of the year.

Section 2. Representation. Each member of the Chapter is entitled and limited to a single vote on each and every issue, provided he or she is financially current. No proxies or fractional votes shall be recognized.

Section 3. Membership.

a. Membership shall be open to dependents and descendants of members authorized by the National TAI, current active duty personnel of the United States Military Forces, and others persons who demonstrate and prove interest and desire to contribute to the aims and goals of the National TAI.

b. Membership affiliation may be accepted in one of the following classes: regular, patron, student, junior, or honorary, or life.

( 1) Regular: A regular member is that applicant who is willing to work toward achieving chapter and national goals and objectives. Each regular member shall have the right to vote and hold office.

(2) Patron: A patron is that applicant who agrees to support the aims of the chapter and the National but who cannot commit to regular participation. The patron member shall not have the right to vote or hold office.

(3) Student: A student member is that applicant who is interested in learning about the Tuskegee Experience and TAI who is enrolled in any ROTC program. The student member shall not have the right to vote or hold office except in a sanctioned student chapter.

(4) Junior: The junior member is that applicant who is interested in the Tuskegee Airmen who is participating in Junior. ROTC, the Civil Air Patrol (CAP), Boy Scouts of America (BSA) Aviation explorer unit or aviation club sanctioned by a chartered chapter. A junior member shall not have the right to vote or hold office in TAI.

(5) Honorary: An honorary membership is one bestowed on an individual by the National, the Board, or a Chapter in recognition of significant contributions in our society and/or in fostering goals of the National. Each honorary member shall be privileged to attend meetings and special events but shall not have the right to vote or hold office.

( 6) Life: A life member is that applicant who is willing to work toward achieving chapter and national goals and objectives. Each life member must pay the one time life member fee and annual chapter dues to have the right to vote and hold office.

Section 4. Quorum. A quorum of the San Antonio Chapter is present when at least 33% of the regular financially current members are present.

Section 5. Order of Business. The order of business of the Chapter meeting in session shall established by the president; and a copy of same will be made available for each member in attendance. The presiding officer may vary the order of business at his or her discretion.



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### Section 6. Nominations.

- a. The Nominating Committee shall provide a minimum of one candidate for each position to be filled by election. Candidates must be asked to serve by a member of the Nominating Committee. Each candidate must agree to serve before being made part of the slate.
- b. The Nominating Committee Chairperson shall place the names of the candidates in on a slate of nominees when nominations are called for by the presiding officer.
- c. Following the report of the Nominating Committee, other nominations may then be made from the floor for any office to be filled by the Chapter.
- d. If there are no nominees from the floor, the voting members shall vote approval of the slate. If there are opposing nominees from the floor for a particular office, then a floor vote for that office must be taken. Votes by e-mail or mail are acceptable but must be printed on receipt, validated by the Nominations Committee Chairperson, and kept in a confidential file.

### Section 7. Elections.

- a. Elections shall be the first order of business at the chapter's meeting in the month of May of each year.
- b. Elections shall be by secret ballot; except when no more than one nomination for an office on a slate is presented to the Chapter, elections for that office may be by consensus.
- c. A majority of the members voting shall be required to elect.

### Section 8. Term of Office.

- a. A term of office is two years. Each elected officer shall serve for no less than one year (unless valid circumstances prevent it) nor more than two terms.
- b. Re-elections for President and Vice President shall be in odd years (for example 2003).
- c. Re-elections for all other officers shall be in even years.

## **ARTICLE II. PERMANENT COMMITTEES.**

### Section 1. Committee on Public Relations

- a. The committee shall be comprised of one to three (3) members.
- b. The committee shall study and make recommendation to the Chapter regarding dissemination of information relative to the activities of the San Antonio Chapter. The committee shall also periodically review regional and national policy concerning press, public relations, and publication pertinent to the Chapter and its member collectively and individually.

### Section 2. Membership Committee

- a. The committee shall be responsible for compliance with the National membership policy for eligible Tuskegee Airmen not presently on the Chapter roster by review of all applications.
- b. The committee will develop imaginative and creative programs to attract and retain eligible persons to the San Antonio Chapter.
- c. The committee shall keep a roster of members and obtain a membership card from the National TAI when authorized by the Membership Committee.





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d. The committee shall make reports and remit dues to National Headquarters for new and renewing members.

e. The committee shall maintain information regarding financial currency of each member.

Section 3. Nominating Committee :The committee shall consist of one to three (3) members. The committee shall act on nominations for the chapter for the membership and/or seek chapter members for nomination to the membership.

### Section 4. Executive Committee

The elected officers comprise the Executive Committee. This committee sets strategic and annual goals for the Chapter. It also acts as the administrative body for the Chapter. The Executive committee shall meet monthly, not later than one week prior to the General Membership meeting, or at the call of the President or Vice President. A quorum shall consist of the President, Vice President and any one (1) other Executive committee member.

### Section 5. Scholarship Committee.

The Scholarship Committee shall:

- Provide eligibility and requirements for Scholarship awards.
- Assemble, reproduce and distribute application packages.
- Arrange for, and execute, the entrant judging procedure.
- Procure Scholarship Award mementos.
- Distribute scholarships at the appropriate occasion.

### Section 6. Fundraising Committee

The Fundraising Committee shall:

- Insure the annual fundraising program meets the goals set by the Executive Committee as approved by the General Membership.
- Coordinate the programs by planning, organizing, directing and monitoring them for successful execution.
- Act as Steward for the Scholarship Fund.

### Section 7. Program or Event Committees shall:

- Insure a venue is booked (if applicable).
- Establish a budget.
- Establish a schedule to After-Action report date.
- Set up a marketing scheme.
- Organize volunteers.
- Maintain a list of contacts needed for the Program or Event.



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- When patron funds or donations are involved; collect funds, retain receipts, control tickets/sales, turn in funds to Treasurer, and get checks from Treasurer to pay obligations.

Provide an After Action report to the applicable program chair within 30 days of the event.

### ARTICLE III. DUTIES OF CHAPTER OFFICERS

#### Section I. Chapter President.

- a. Presides at all meetings of the Chapter.
- b. Appoints Chairperson of each committee.
- c. Appoints and dissolves all special ad hoc committees.
- d. Is ex-officio member of all committees.
- e. Approves and countersigns all orders for disbursement of funds of the San Antonio Chapter.
- f. In the event an elected officer vacates a position, the President may appoint a person to fill the position for the remainder of the term.

Section 2. Vice President. The Vice President performs the duties of the president in his or her absence or on his or her request. In the event of death, incapacity, resignation, or removal of the President, the Vice President becomes President for the remaining portion of the term.

#### Section 3. Secretary.

- a. Shall record or make available all meetings of the Chapter. Minutes of all meetings shall be distributed or made available to members of the Chapter.
- b. Provide draft General Membership meeting minutes to the President not later than the Executive Committee meeting, obtain approval of the minutes and send to the General Membership not later than 3 working days following the Executive Committee meeting.
- c. Shall disseminate informational materials, bulletins, meeting notices. and any other correspondence, as directed by the President.
- d. Shall arrange venues for meetings and make announcements for meetings.
- e. Maintain a copy of current Constitution and By-laws.
- f. Transfer all past secretarial records within 30 days after installation of new officers.
- g. In the absence of the Treasurer and the Assistant Treasurer, receive dues and other funds and issue receipts for the same.
- h. Perform other duties as designated by the President or Vice President.

#### Section 4. Treasurer.

- a. Maintain the accounting records of the Chapter.
- b. Disburses funds of the Chapter by check when authorized by the President.
- c. Makes an annual status of funds report, as of the last day of each fiscal year, to the Chapter.





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- d. Keeps books and records open and available for prescribed yearly audits. Records shall be made available for inspection by auditors approved by the membership. Transfer all past records within 30 days after installation of the new officer to the new Treasurer,
  - f. Perform other duties as designated by the President, and
  - g. Establish a budget and a system for the protection of organization assets and insure the liabilities do not exceed its income.
  - h. Prepare and maintain tax documents. Maintain the organization's tax exempt status,
- Section 5. Parliamentarian. Maintains the order in accordance with Article IV.

### **ARTICLE IV. MEMBERSHIP RIGHTS. DUTIES. RESTRICTIONS**

Section 1. Membership in the Chapter shall begin upon signing the application and payment of dues.

Section 2. A member may not hold membership in more than one chapter at the same time.

Section 3.- A member must be financially current to be eligible to vote in the San Antonio Chapter.

Section 4. Active membership in the Chapter may be terminated by:

- a. Failures to pay dues
- b. Resignation
- c. Death
- d. Dismissal from the Chapter by a three-fourths vote of the membership at any duly convened meeting, after not less than ten (10) days notice to the member, with opportunity to be heard, for action found to have been contrary and detrimental to the principles of the San Antonio Chapter.

Section 5. Membership terminated by resignation may be reinstated by acceptance of an application from the member. A membership forfeited for failure to pay dues may be reinstated upon payment of dues for the full current year.

Section 6. Membership which was terminated under 5(d) may be restored by a three-fourths vote of membership present at any duly convened meeting.

**ARTICLE V. PROCEDURE.** *Robert's Rules of Order*, latest edition, is the authority governing proceedings in meetings and sessions of the San Antonio Chapter and Committees, so far as such rules are not in conflict with the Constitution and Bylaws, and special rules of order of the National. Rules for consensus may be substituted for less formal proceedings (except votes on membership or finances).

**ARTICLE VI. AMENDMENT.** These Bylaws may be amended, or replaced, or new Bylaws adopted, or any combination thereof, when the San Antonio Chapter is in session, by not less than two-thirds affirmative vote of all members of the Chapter, all other Articles notwithstanding. Proxy votes (one per member) are not permitted.

### **ARTICLE VII. DUES.**

Section 1. The fiscal year of the San Antonio Chapter shall extend from August 1 of each year to July 31 of the following year. Payments must be received at National by March to receive National voting



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privileges for that year. Dues for National and Chapter shall be collected at one time. The designated fees for National TAI, to be collected by the Chapter, will be remitted to the National treasury within 30 days of receipt.

### Section 2.

- a. The per capita annual dues to the National shall be:

Fifty dollars (\$50.00) for regular membership,

Fifteen dollars (\$15.00) for active duty enlisted regular membership.

Free for student, junior, or honorary membership

Five hundred (\$500.00) for life membership

- b. The San Antonio Chapter dues shall be \$12 per year for regular, patron, student, junior, or life members. The first year's Chapter dues may be prorated in the calendar year at \$1 per month for new members.